



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 05-05-038	OPENING DATE: 05-13-05	OPEN UNTIL FILLED First Screening: 06-03-05	OPEN TO ALL APPLICANTS
POSITION: Program Analyst JS-1530-11/12	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$52,468-\$68,209 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Research and Development	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

Promotion Potential to JS-12

BRIEF DESCRIPTION OF DUTIES: The Research and Development Division conducts research, policy and management studies on court operations and administrative functions, manages grantseeking activities, prepares statistical reports, develops new court programs and initiatives, and provides other technical assistance to the D.C. Courts.

The incumbent: conducts data/caseload analyses on court operations; develops and/or verifies statistical reports based on accepted practices and standards; implements procedures for data collection and maintenance, tabulation, analysis and presentation; develops computer programs using applications, such as SAS, Excel and Access; conducts statistical analyses, such as multivariate analysis, inferential statistics, correlation and reliability tests and forecasting; designs and maintains databases for special research projects and evaluative studies; monitors criminal justice trends and prepares information bulletins; and undertakes special research studies and projects in support of the Division's technical support function, for Family Court and other court operations.

MINIMUM QUALIFICATIONS: A bachelor's degree in the social sciences, statistics or criminal justice, plus three years of experience as a social scientist researcher. An advanced degree in computer science, criminal justice or social science research may be substituted for some work experience.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of and experience with computer applications, specifically SAS, Excel and Access, to program and perform statistical analyses and generate statistical reports.
2. Knowledge of and experience with accepted practices and standards used in survey design and analysis, including questionnaire design.
3. Experience using statistical procedures such as multivariate analysis, inferential statistics, correlation and reliability tests and forecasting.
4. Experience in research project design and management, including developing research questions and performance measures, timelines, data collection strategies, data analysis, report writing and presentations of findings.
5. Experience writing narrative reports, policy papers and memoranda, displaying data and quantitative findings, and presenting information in practical and applicable terms for the public, policy makers and others.

SELECTION PROCESS: After review of applications and ranking factor responses, a test and structured oral interview will be required of the highest qualified candidates. Transcripts of college work and references may also be requested of those interviewed.

Submit D.C. Courts Application and Ranking Factors to:
DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001
For further information call (202) 879-0496 or visit our website at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.